

## **WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HEALTH SERVICES**

**DATE: JULY 27, 2012**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
THOMAS  
FRASIER  
TAYLOR  
MCDEVITT

**OTHERS PRESENT:**

REPRESENTING WESTMOUNT HEALTH FACILITY:

BARBARA TAGGART, ADMINISTRATOR  
BETSY HENKEL, COMPTROLLER  
SUSAN BARTHOLOMEW, DIRECTOR OF NURSING  
SKIP BESSAW, SR. BUILDING MAINTENANCE MECHANIC

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES  
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION  
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR  
TAWN DRISCOLL, FISCAL MANAGER

DANIEL G. STEC, CHAIRMAN OF THE BOARD

PAUL DUSEK, COUNTY ADMINISTRATOR

JOAN SADY, CLERK OF THE BOARD

KEVIN GERAGHTY, BUDGET OFFICER

SUPERVISORS BENTLEY

GIRARD

LOEB

STRAINER

WOOD

VANSELOW

DON LEHMAN, *THE POST STAR*

CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

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Mr. Sokol called the meeting of the Health Services Committee to order at 9:30 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Barbara Taggart, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Taggart requested to amend the current contract with Northeast Fire Protection Systems, Inc. to increase the cost of the contract by \$63,673.00. She stated a breakdown of the additional cost was included on the agenda and she reviewed the costs in detail. She noted the grant total was \$495,000 and the additional costs would be covered by the grant funding. Skip Bessaw, Sr. Building Maintenance Mechanic, explained the pull stations needed to be relocated in order to meet the necessary codes. He said the relocation had caused an issue for residents in wheelchairs which required the addition of a lock box for safety reasons. He further explained that the installation of sprinklers had caused the necessary replacement of ceiling tiles and since the existing tiles were no longer manufactured the entire ceiling was replaced. He commented that the smoke detectors were outdated and required replacement, as well. He stated the installation of the sprinkler system was going well and would be completed by August 30, 2012 which was one year ahead of the August 2013 deadline.

Following a brief discussion, motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to amend the current contract with Northeast Fire Protection Systems, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Ms. Taggart informed that Susan Bartholomew, Director of Nursing, had submitted her resignation effective August 17, 2012. Ms. Taggart presented a request to fill the vacant position of Director of Nursing (DON), current annual salary of \$65,139, Employee No. 1872, due to resignation. Paul Dusek, County Administrator, indicated that a salary study would be completed prior to the Personnel Committee meeting to determine the appropriate salary for the position.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the filling of the vacant position of DON as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Taggart requested a new contract with Clinical Resources, LLC to provide an interim DON at a rate of \$75 per hour. She advised the Facility could not operate without a DON on staff and although she had placed an advertisement for the position, the search for an appropriate candidate could exceed the current DON's resignation date. She noted additional costs to the contract would include lodging, transportation, meals, long-distance telephone calls, overnight mailing costs and photocopy charges. Mr. Sokol asked if contracting for an interim DON was the only alternative and Ms. Taggart replied affirmatively. Mr. Dusek said he had requested Ms. Taggart to solicit as many quotes as possible for a contracted interim DON and she had solicited three quotes. Mr. Dusek asked if this was the lowest quote and Ms. Taggart replied the three quotes were all similar in cost. He advised the duration of the contract would not be lengthy and the funds were available in Westmount Health Facility's fund balance. A brief discussion ensued pertaining to the competitiveness of the nursing salaries at Westmount Health Facility.

Chairman Stec entered the meeting at 9:41 a.m.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to authorize the contract with Clinical Resources, LLC as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Ms. Taggart requested a new contract with Medical Staffing Network Healthcare, LLC d/b/a Medical Staffing Network to provide nursing professionals on an emergency basis. She noted there had been some difficulties with the other nursing agencies under contract providing nursing professionals when needed and she felt additional contracts would ensure staffing levels at the Facility.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to authorize the contract with Medical Staffing Network as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Ms. Taggart stated a list of the vacant Nursing positions for the Facility, as well as a list of the positions which were out on Medical Leave, were included on the agenda. In reference to the Overtime Report included in the agenda packet, Ms. Taggart remarked that all salaries were anticipated to remain within budget.

Mr. Dusek stated an executive session was necessary to discuss Union negotiations, matters leading to the hiring of a particular person and matters pertaining to current litigation.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously that executive session be declared pursuant to Section 105 (d), (e) and (f) of the Public Officers Law.

Executive session was declared from 9:49 a.m. to 10:26 a.m.

The Committee reconvened.

Pursuant to the executive session, motion was made by Mr. Taylor, seconded by Mr. Thomas and carried unanimously to accept a settlement offer of \$7,741 towards the outstanding private pay balance due for a deceased resident of the Facility. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Auer requested authorization for Toni Roth, WIC (Women, Infants and Children) Program Coordinator, to attend the New York State WIC Manager's Workshop 2012 in Albany, New York on September 20-21, 2012 at a cost of \$125 to be covered in full by the WIC Program Grant. She noted Ms. Roth would utilize the WIC Program vehicle to travel to and from the Workshop.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to authorize attendance at the Workshop as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested authorization for Sharon Schaldone, Assistant Director of the Home Care Division, and Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, to attend the Corporate Compliance in a Managed Care Environment Symposium in Albany, New York on September 27-28, 2012 at a cost of \$299 per person. She noted the Symposium was sponsored by the Home Care Association of New York and it was important to receive the current information that would be presented. She pointed out the funds were available in her budget.

Motion was made by Mr. McDevitt, seconded by Mr. Frasier and carried unanimously to authorize attendance at the Symposium as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Ms. Auer requested to amend the current agreement with IVANS Inc. to include a Business Associates agreement to ensure the proper safekeeping of Protected Health Information (PHI). She explained that IVANS was utilized for the processing of Medicare claims and it was mandated by the Department of Health and Human Services due to recent changes to the Health Insurance Portability and Accountability Act (HIPAA) through Subtitle D of the Health Information Technology and Clinical Act (HITECH Act) of 2009 that a Business Associate Agreement be in place. She noted the agreement with IVANS had been in place since 2002 and had been successful.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to amend the current agreement with IVANS, Inc. as outlined above. *A copy of the resolution request form is on*

*file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Ms. Auer requested authorization for Dorothy Muessig, Registered Nurse (RN) to enroll in the job related course entitled "Theoretical Foundations of Nursing" for the Fall 2012 Semester in pursuit of her Bachelor's Degree in Nursing. She commented that the amount of reimbursement upon achieving a grade of C or higher would be 50% of the \$725.00 course fee or \$362.50 plus 50% of the cost of any course materials.

Motion was made by Mrs. Frasier, seconded by Mr. Thomas and carried unanimously to approve enrollment in the job related course as outlined above and to forward same to the Personnel Committee. *A copy of the Application for Approval to Enroll in Job-Related Courses by Employee is on file with the minutes.*

Ms. Auer requested authorization for a contractual agreement with Kimberly Rivers to provide Physical Therapy services to adult patients, in a form approved by the County Attorney. She noted that most of the Physical Therapists currently under contract were only willing to treat children.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to authorize the contractual agreement as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Ms. Auer reminded the Committee members that she had distributed copies of the 2011 Annual Report for Warren County Health Services at the previous Committee meeting. She stated it was required by New York State Department of Health (NYSDOH) that this report be prepared and accepted by Board resolution. She requested acceptance of the Report and asked if there were any questions pertaining to same.

Motion was made by Mr. Thomas, seconded by Mr. Taylor and carried unanimously to accept the 2011 Annual Report for Warren County Health Services. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Ms. Auer requested acceptance of the updated Warren County Public Health Emergency Preparedness and Response Plan for 2012. She noted this was an annual requirement of the NYSDOH and was given to the Office of Emergency Services to be annexed as part of the Warren County Emergency Plan.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to accept the Warren County Public Health Emergency Preparedness and Response Plan for 2012. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

Ms. Auer requested to amend the 2012 County budget to increase estimated revenues and appropriations in an amount totaling \$14,250 in order to separate the Bioterrorism funding portion of the Office of Homeland Security Grant as requested by the State.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to amend the 2012 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Auer requested a transfer of funds between various codes totaling \$11,409 to reflect the purchase of approximately \$2,000 worth of equipment from the Bioterrorism Grant and to move a portion of the Senior Health Educator's salary under the Bioterrorism Grant. Tawn Driscoll, Fiscal Manager, explained that 50% of the employee's salary and fringe benefits were being re-allocated due to the reorganization approved at the previous Committee meeting, for the period of September 1, 2012 through December 31, 2012. Ms. Auer further explained the Senior Health Educator position was created and absorbed the duties of the deleted Emergency Response Coordinator position.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

In reference to the pending item pertaining to applications for Certificates of Need (CON) for outside entities wanting to develop a CHHA (Certified Home Health Agency), Ms. Auer reported that the documentation was submitted to the NYSDOH addressing the fact that Warren County Health Services was able and willing to continue meeting the needs of the population as the only CHHA in the County. She informed that many who had applied for CON's pertaining to expansions had been denied by the NYSDOH.

Ms. Auer pointed out that a monthly Emergency Response and Preparedness Activity Report was included in the agenda packet. She advised of an Emergency Response and Preparedness Meeting held earlier in the week, where Dan Durkee, Senior Health Educator was introduced.

Pertaining to the Report on Revenues and Expenditures for 2012, Mr. McDevitt questioned the low percentage of the budgeted amount which had been collected for the contractual line items. Ms. Driscoll responded that a large portion of the amount budgeted was attributed to the Preschool Program which did not commence until September. She added that flu inoculations were also included in the amount and would commence in the fall. A brief discussion ensued.

Ms. Auer informed that the Director of Public Health for Washington County had contacted her to request assistance with some of their cases involving intravenous services. She said she had contacted the NYSDOH and was informed that the assistance was allowable. She advised the cases would be reimbursable if they were managed by the CHHA. She explained the NYSDOH had indicated that the cases could be selected based on geographical location and the availability of Home Health Nurses. She said if the request was approved by the Board, the CHHA would serve only intravenous patients in an identified geographic location, on a temporary basis.

Motion was made by Mr. Taylor, seconded by Mr. Frasier and carried unanimously to authorize Warren County Health Services to provide nursing services to select patients in a specific geographic area of Washington County who require Intravenous Therapy. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the August 17, 2012 Board meeting.*

As there was no further business to come before the Health Services Committee, on motion made by Mrs. Frasier and seconded by Mr. McDevitt, Mr. Sokol adjourned the meeting at 10:51 a.m.

Respectfully submitted,  
Charlene DiResta, Sr. Legislative Office Specialist